

ANALYSIS OF THREE-YEAR RECORDS PURGE

July 1971


(by Major Component and Type Records -- Cu. Ft.)

	Inactive Office Files	Vital Records	Supplemental Distribution	Agency Archives	Totals
DCI					
July 1968	1,388	123	133		1,644
July 1971	<u>1,913</u>	<u>90</u>	<u>145</u>		<u>2,148</u>
Change	+ 525	- 33	+ 12		+ 504
DDI					
July 1968	17,340	7,622	19,168		44,130
July 1971	<u>7,976</u>	<u>3,195</u>	<u>9,702</u>		<u>20,873</u>
Change	- 9,364	- 4,427	- 9,466		-23,257
DDP					
July 1968	22,687	698	102		23,487
July 1971	<u>23,307</u>	<u>763</u>	<u>99</u>		<u>24,169</u>
Change	+ 620	+ 65	- 3		+ 682
DDS					
July 1968	22,131	275	241		22,647
July 1971	<u>21,210</u>	<u>312</u>	<u>315</u>		<u>21,837</u>
Change	- 921	+ 37	+ 74		- 810
DDS&T					
July 1968	3,220	80	2,117		5,417
July 1971	<u>3,704</u>	<u>66</u>	<u>357</u>		<u>4,127</u>
Change	+ 484	- 14	- 1,760		- 1,290
Archives					
July 1968				7,048	7,048
July 1971				<u>17,369</u>	<u>17,369</u>
Change				+10,321	+10,321
TOTALS					
July 1968	66,766	8,798	21,761	7,048	104,373
July 1971	<u>58,110</u>	<u>4,426</u>	<u>10,618</u>	<u>17,369</u>	<u>90,523</u>
Change	- 8,656	-4,372	-11,143	+10,321	-13,850

SECRET

21 JUL 1971

25X1


Paul
Mr. Wattles via 

FYI, in June 1970, we suggested to Col. White that we make the Records Management Board reports on an annual basis rather than the previously required quarterly report. Col. White didn't entirely buy this and requested a semi-annual report on the Records Management Board activities. Here it is. This report is for information only and requires DDS initialing and forwarding.

They report continuing progress with the reduction of the volume in the Center. They are initiating action in other areas such as their plan to limit each Directorate's annual net growth in the Center. Also they are focusing more attention on identifying the "Offices of Record" to preserve valuable permanent files of the Agency.

The Board reports activity with several microfilm applications which have permitted the destruction of 1,300 cubic feet of records since 1968. They plan to continue their efforts in each of these areas.

Attached is a proposed buck slip to Col. White for your consideration.


[Signature]
Chief, Support Services Staff

25X1

Attachments

SECRET

15 JUN 1971

FILE *Records*

Dr. James B. Rhoads
Archivist of the United States
National Archives and Records Service
General Services Administration
Washington, D. C. 20408

Dear Dr. Rhoads:

STAT

Thank you for your letter of 8 June 1971 and the generous compliments you pay [] and his associates for their part in removing our records from the Washington National Records Center.

I am pleased that we were able to complete the removal well ahead of the 1 July date agreed upon in your earlier gracious consent to allow us to remain six months longer than we had originally planned. Your willingness to accommodate us during these three and one-half years has been extremely helpful and we are particularly appreciative of the courteous cooperation and assistance offered by Mr. Gordon Williams and, more recently, by Mr. Joseph Bratt. Please extend to them my sincere appreciation for all of their helpfulness.

Sincerely,

(signed) John W. Coffey

John W. Coffey
Deputy Director
for Support

STAT

DDS/SSS/RAB/[] fms (8 June 71)

Rewritten: SOS/DD/S:[] bbt (10 June 71)

STAT

Distribution:

Orig & 1 - Adse

X - DD/S Subject w/background (DD/S 71-2310)

1 - DD/S Chrono

1 - SSS/RAB

1 - SOS Chrono

Dr. James B. Rhoads
Archivist of the United States
National Archives and Records Service
General Services Administration
Washington, D. C. 20408

Dear Dr. Rhoads:

On 2 June 1971 we were able to remove the last of our records material from the Federal Records Center at Suitland, Maryland. The next day our Records Officer [] met with your manager, Mr. Bradt, and formally returned to him the keys, facilities, and space which you have been good enough to let us use since 1967.

STAT

Your understanding of and assistance with our records storage problem is indeed appreciated by me. I am especially grateful to your assistant, Mr. Herbert Angel, who developed the original arrangements with us. Our working relations with your staff at the Center were similarly gratifying, they could not have been better.

Thanks again for your personal support.

Sincerely,

JOHN W. COFFEY
Deputy Director
for Support

STAT

DDS/SSS/RAB [] fms (8 June '71)

Distribution:

- Orig & 1 - addressee
- 1 - Exec. Registry
- 1 - DDS Subject ✓
- 1 - DDS Chrono
- 1 - SSS Subject
- 1 - SSS/RAB/Subject

TRANSMITTAL SLIP		DATE 11 June 1971
TO: Mr. Coffey		
ROOM NO.	BUILDING	
REMARKS: Recommend your signature. <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;"></div> REW		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20408

OFFICIAL BUSINESS
NCJ

Approved For Release 2003/04/29 : CIA-RDP84-00780R004200240012-9

POSTAGE AND FEES PAID
GENERAL SERVICES ADMINISTRATION

Mr. R. L. Bannerman
Deputy Director for Support
Central Intelligence Agency
Washington, D. C. 20505

STOP 64

Approved For Release 2003/04/29 : CIA-RDP84-00780R004200240012-9

GENERAL SERVICES ADMINISTRATION

National Archives and Records Service

Washington, D.C. 20408



JUN 8 1971

Mr. R. L. Bannerman
Deputy Director for Support
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Bannerman:

On Thursday, June 3, your staff members [redacted] visited Mr. Bratt, Manager of our Washington National Records Center, and formally relinquished the vault space in the Center which CIA had occupied since 1967.

The CIA task force, which I understand was directed by [redacted] accomplished the evacuation of better than 13,000 cu. ft. of records with great efficiency and completed the task well ahead of the July 1 target date. The work was accomplished quietly and effectively, with absolutely no adverse impact on our normal Center activities. They left the storage area exceptionally clean and in good condition for our own immediate use. All who participated should be commended, and [redacted] in particular, should be offered a hearty "well done". Thank you for your cooperation, and that of your staff.

Sincerely,

James B. Rhoads

JAMES B. RHOADS
Archivist of the United States

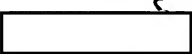
9 June 1971

Mr. Coffey:

This letter needs a grammatical and editorial massaging. Also, the last paragraph: "Thanks again. . . " does not sound like Coffey-ese.

Before I retype do you wish to make any other changes?

Miriam

MEMORANDUM FOR: Mr. Coffey via 

Per Mr. Coffey's suggestion attached is a letter of thanks to Dr. Rhoads at NARS; advising him that we are "out" of Suitland Records Center. We were well in advance of the 1 July 1971 deadline date. Reference correspondence is attached FYI.

STAT



9 June 1971

(DATE)

GENERAL SERVICES ADMINISTRATION

National Archives and Records Service

Washington, D.C. 20408



REC'D. DDB 12 AUG 70

AUG 7 1970

Mr. R. L. Bannerman
Deputy Director for Support
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Bannerman:

As requested in your letter of July 27, 1970, we will extend the expiration date of your present courtesy storage agreement at the Washington National Records Center until July 1, 1971. I hope you will advise us immediately if there are any delays in the progress of your construction. Our space planning for utilization of space at Suitland is geared to your July 1 date.

Thank you for your kind comments concerning Gordon L. Williams and our Center personnel. We were glad to assist.

Sincerely,

HERBERT E. ANGEL
Acting Archivist
of the United States

STAT

CC 40: C/H + CC } 8/17/70

DD/S 76-3078

27 JUL 1970

Dr. James B. Rhoads
Archivist of the United States
National Archives and Records Service
General Services Administration
Washington, D. C. 20408

Dear Dr. Rhoads:

Your timely acceptance of a courtesy storage agreement on 25 August 1967 allowing us temporary use of storage space in the Federal Records Center at Suitland, Maryland has given us time to develop plans which will permit us to vacate the area we now occupy. Barring unforeseen delays in the progress of the contractors, we expect to be able to complete the removal of our materials from the Suitland Records Center by 1 July 1971 or shortly thereafter. I regret that I have no alternative but to ask for an extension of our agreement until that time.

Your willingness to accommodate our requirements has been most helpful and the working relationships we have enjoyed with your people have been most gratifying. We are especially appreciative of the cooperation and assistance our people have received from Mr. Gordon Williams and I would appreciate it if you would convey to him my highest compliments. I hope that you and he will be able to tolerate whatever inconvenience our presence at Suitland has caused you for the few extra months we will need to complete our preparations for returning the materials to our own facilities.

Sincerely,

/s/ R. L. Bannerman
R. L. Bannerman
Deputy Director
for Support

DDS/SSS/RAB/VJB:skd (24 July 1970)

Distribution:

- Orig & 1 - Addressee
- 1 - DD/S Subject
- 1 - DD/S Chrono
- 1 - SSS Copy
- 1 - RAB Copy

ILLEGIB

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service

Washington, D.C. 20408

August 25, 1967

IN REPLY REFER TO:

Mr. R. L. Bannerman
Deputy Director for Support
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Bannerman:

In accordance with your letter of July 31, 1967, and subsequent conversations between members of our staffs, we have prepared and signed the enclosed Courtesy Storage Agreement for the storage of approximately 25,000 cubic feet of CIA records in vault space in the Washington National Records Center.

If you will sign and return one of the copies of the agreement, this will conclude the formal part of the arrangement. Meanwhile, I understand that work has already begun on the expanded-metal personnel barrier to enclose the storage area, looking toward early transfer of your records.

Sincerely yours,

Walter Robertson, Jr.

Walter Robertson, Jr.
Acting Archivist
of the United States

Enclosure

DD/S

FILE

07 Sep 67

Mr. Walter Robertson, Jr.
Acting Archivist
National Archives and Records Service
General Services Administration
Washington, D. C. 20408

Dear Mr. Robertson:

I have signed and return herewith the agreement for storage of some of our materials in the Washington National Records Center at Suitland, Maryland. We plan to begin our move as soon after the personnel barrier is in place as we can conveniently arrange to do so.

We are proceeding with our plans to make suitable alternative arrangements which would permit us to remove our records before 31 December 1970. Should you have a pressing emergency requirement for the space we will occupy before 31 December 1970, we would, of course, expect to be afforded ample opportunity to adjust our plans.

Sincerely,

/s/

R. L. Rasmussen
Deputy Director
for Support

Enclosure

SPA/DDG:MM:sm (6 Sept 67)

Distribution:

- Orig & 1 - Adsa
- 1 - AD/PTB
- 1 - D/Log
- 1 - DD/S Subject
- 1 - DD/S Chrono
- 1 - SPA

General Services Administration
National Archives and Records Service

Courtesy Storage Agreement

The Central Intelligence Agency has 25,000 cubic feet of security classified records which require vault storage, which it is unable to transfer for regular accessioning by the Washington National Records Center, and for which CIA cannot provide vault space at the present time. To alleviate this situation, the General Services Administration is willing to provide vault space in the Washington National Records Center on a temporary basis, subject to the following conditions:

GSA will:

1. Provide approximately 25,000 cubic feet of shelf space partitioned from other records.
2. Limit access to this partitioned space to CIA personnel and other authorized persons.
3. Permit passage through GSA vault space to the partitioned space, during regular working hours, by CIA personnel and other authorized persons cleared by GSA.
4. Inspect the partitioned area monthly, in cooperation with CIA personnel.

CIA will:

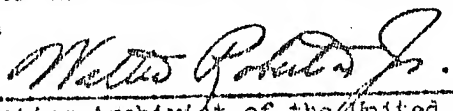
1. Finance the construction by GSA of an expanded-metal personnel barrier to enclose the shelf space and area assigned by GSA.
2. Store in the partitioned space only records of at least secret classification or records requiring that degree of protection.
3. Keep the partitioned space at least 80 percent filled with such records.
4. Maintain the records and the partitioned space in a clean and orderly condition.
5. Transport, shelve, and unshelve all records moved into or out of the partitioned space.
6. Coordinate with the Center any proposed transfer of records into or out of the partitioned space to avoid possible conflict in the dock area.

2.

7. Service all reference requests and furnish all messenger service required.
8. Furnish the Center monthly with statistics on reference activity and records holdings in the partitioned area.
9. Obtain GSA security clearance for all CIA personnel and other authorized persons needing to pass through GSA vault space en route to the partitioned space.
10. Assign no more than 3 CIA or other authorized persons full time in the partitioned space and limit all visits to the partitioned space to regular working hours, except in emergencies.
11. Require all CIA personnel and other authorized persons to abide by the rules of the Center.
12. Furnish all office supplies and equipment required in the partitioned space.
13. Reimburse GSA for telephones and other facilitating services not ordinarily provided by the Center.

This agreement is intended to provide CIA with security records storage space for a period not to exceed December 31, 1970. The agreement may be terminated sooner to suit the convenience of either party. In the meantime, CIA will initiate plans to provide for either (1) withdrawal of the records by the end of the period specified, or (2) transfer of the records to the custody of the Center. In the event the Center does not have a pressing need for this particular space at the end of the three-year period, the agreement may be extended on a year-to-year basis.

For the General Services Administration:


Acting Archivist of the United States

ILLEGIB

For the Central Intelligence Agency:



August 25, 1967

TRANSMITTAL SLIP		DATE 18 June 1971
TO: <input type="text"/> - Assistant to Ex.Dir.-Compt.		
ROOM NO. <input type="text"/>	BUILDING Hqs	
REMARKS:		
<p>Your suggested revision of Attachment C has been substituted.</p> <p>DD/S 71-2402, which we forwarded to you yesterday, responds to Colonel White's "Why?" on the Presidential Library.</p>		
FROM: Office of DD/S		
ROOM NO. <input type="text"/>	BUILDING Hqs	EXTENSION <input type="text"/>

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

STAT.

TRANSMITTAL SLIP		DATE 14 JUN 1971
TO: <input type="text"/>		
VIA: Executive Registry		
ROOM NO. <input type="text"/>	BUILDING Hqs	
REMARKS:		
<p>Attached is a revision of the package regarding the Presidential Library Program.</p> <p>As previously planned, please return the original to C/SSS via DD/S for preparation of appropriate copies and distribution.</p> <p>To ER: If you plan to destroy the first version which you retained, C/SSS would like to have it returned to him -- they can use portions of it.</p> <p>Please phone me if you need any additional info.</p> <p>p.</p>		
FROM: Office of ADD/S		
ROOM NO. <input type="text"/>	BUILDING Hqs	EXTENSION <input type="text"/>

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
<input type="checkbox"/>		<input type="checkbox"/>	SECRET
OFFICIAL ROUTING SLIP			
STAT			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Registry		
2			
3			
4			
5			
6			
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE

Remarks:

Note to ER and June -

FYI, the plan is to have this entire package -- when approved -- returned to C/SSS via DD/S for preparation of appropriate copies (Tab B) and distribution. C/SSS will not distribute Tab B until the HN (Tab C) has been published. Therefore, please do not date Tab B when Colonel White signs -- the date will be added later. Thanks.

p.

Att: DD/S 71-2031

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
O/ADD/S	25 MAY 74
<input type="checkbox"/>	<input type="checkbox"/>
UNCLASSIFIED	CONFIDENTIAL

SECRET

DD / S REGISTRY
FILE *Records*

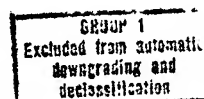
27 MAY 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Presidential Library Program

1. This memorandum contains recommendations for approval; the recommendations are contained in paragraph 5.
2. Attached is a study on the Presidential Library Program which focuses on what if anything should be done to prepare for the Agency's contribution to the Nixon Library. In answering this question the study reviews the Agency's efforts and contributions to the Kennedy and Johnson Libraries. For your convenience in reviewing this subject, we have not included the attachments to the staff paper, however, they are available should you wish to see them.
3. A careful review of the Director's remarks on the Johnson Library suggests that he was sincerely interested in having the Agency make a meaningful contribution. We therefore assume that the Director will expect a similar and perhaps more comprehensive contribution to the Nixon Library.
4. In assembling information for the study we worked very closely with Hugh Cunningham and he has concurred in the study. Hugh indicated that the final product for the Johnson Library represents a significant contribution. However, Hugh is quick to point out that the program may have succeeded in spite of itself and he endorses our recommendations that we should start doing something now to ease the burden of responding to a call for the Nixon Library when it comes.
5. The study proposes that certain steps be taken now. They are:

SECRET



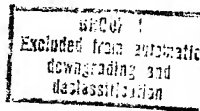
SECRET

- a. The Directorates should be required to establish a central point within their Directorate to maintain a listing of documents sent to the White House or the National Security Council.
- b. Each Directorate should be required to establish a channel for identifying and assembling documents for the Presidential Library collection effort (based on criteria established by the DCI and the National Archives and Records Service). The documents would be held within the Agency at the Directorate level under whatever controls they wish to impose.
- c. We should publish an "information only" Agency notice (Tab C) to operating officials on the Presidential Library Program, which would be followed up by an action memorandum from the Executive Director-Comptroller to the Deputies on what should be done now (Tab B).

In addition to the foregoing recommendations, we also recommend:

- d. The Executive Director-Comptroller request the Deputy Directors to review the DCI guidelines for the Johnson Library (Tab D) and provide their recommendations to the DCI for updating these guidelines for the Nixon Library.
- e. The DDS/Support Services Staff work with Directorate representatives to provide any assistance they can until such time as National Archives and Records Service issues a call for contributions to the Nixon Library.
- f. Upon receipt of the formal call for contributions from National Archives and Records Service, the Executive Director-Comptroller appoint a senior Agency official as the Director's personal representative charged with the organization and management of the Nixon Library Project.

SECRET



SECRET

6. If you approve the above recommendations, it is suggested that in addition to signing below you also sign the attached action memorandum to the Deputy Directors and Heads of Independent Offices (Tab B).

(Signed, John W. Coffey)

John W. Coffey
Deputy Director
for Support

The recommendations in paragraph 5 are approved:

15/
L. K. White
Executive Director-Comptroller

18 June 71
Date

Attachments:

- A. Staff Study: "Presidential Libraries and the Agency" (w/o atts.)
- B. Draft Action Memo to Deputy Directors & Heads of Independent Offices
- C. Draft Notice on Presidential Library Program
- D. Guidelines for Johnson Library

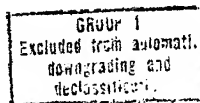
DDS/SSS/HEP:rf (20 May 1971)

Distribution:

Orig. - Addressee (rtn. C/SSS via DDS)

- 1-ER
- 2-DDS
- 1-DDS/SSS Subject
- 1-DDS/SSS Chrono

SECRET



SECRET

71-2933

28 JUN 1971

MEMORANDUM FOR: Deputy Director for Science & Technology
Deputy Director for Plans
Deputy Director for Intelligence
Deputy Director for Support
Inspector General
General Counsel
Legislative Counsel
Director of National Estimates

SUBJECT : Presidential Libraries Program

25X1

REFERENCE : Agency Participation in Presidential
Libraries Program

1. Attached is a recently completed study on the Presidential Libraries Program. I agree with the conclusions and have approved the recommendations.

2. As a first step, please appoint a senior official, preferably one reporting directly to you, as your representative for the Presidential Libraries Program. He will be provided guidance and assistance by the Chief, Support Services Staff/DDS until such time as the National Archives and Records Service issues a call for contributions to the Nixon Library. At that point the Director will appoint a senior Agency official who will be charged with the overall organization and management of the Nixon Library Project.

3. Once appointed your representative should do the following:

a. Establish a central point within your Directorate or Independent Office to maintain a listing of documents sent to the White House or National Security Council.

b. Review the DCI guidelines (Tab C to attached Staff Study) and your Directorate's previous guidelines for the Johnson Library and provide recommendations through you to me for updating guidelines for the Nixon Library.

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

c. Establish a means for identifying and assembling documents for the Presidential Library collection effort (based on criteria approved by the DCI for the Nixon Library). Documents may be held within Directorates or Independent Offices under whatever controls you wish to impose.

6. Please advise me by 15 July who your representatives will be. Your recommendations for new guidelines on contributions to the Nixon Library would be appreciated by 1 August. Shortly thereafter I will review them with the Director and advise.



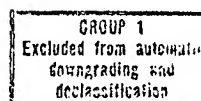
25X1

L. K. White
Executive Director-Comptroller

Attachment:

Staff Study: Presidential Libraries and the Agency - w/Attachments

SECRET



INDEX TO ATTACHMENTS

Staff Study: Presidential Libraries and the Agency

A. Kennedy Library - List of Document Collections Transmitted to NARS

B. Johnson Library - List of Document Collections Transmitted to NARS

B1. Johnson Library - Index to Document Collections Retained at Agency Records Center ☐

STAT

C. Criteria for Document Selection - President Johnson Library

STAT

D. ☐ - Draft (In process of publication)

SECRET

22 APR 1971

STAFF STUDY

PRESIDENTIAL LIBRARIES AND THE AGENCY

I. STATEMENT OF THE PROBLEM:

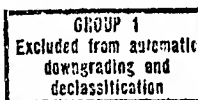
With the LBJ Library effort completed, the Cunningham ad hoc group went out of business in January 1969. [] continues in his liaison capacity with the National Archives and Records Services (NARS). To date there has been no directive from the White House or NARS to federal agencies concerning contributions for the Nixon Library. Informally we have been advised by NARS that they expect some word in late 1971. Since no request has been made yet for contributions we have done nothing. The question at issue is what if anything should be done now to prepare the Agency's contribution to the Nixon Library.

25X1

II. FACTORS BEARING ON THE PROBLEM:

- A. The requirement for contributions to Presidential Libraries will be a continuing one.
- B. The Agency will make contributions to Presidential Libraries.
- C. The Director wishes to have the Agency properly record, identify and assemble our contributions to the Presidential decision process on foreign affairs, national security, and intelligence matters.
- D. The National Archives and Records Service (NARS) will provide guidance on materials desired for inclusion in the Presidential libraries, for example in the Johnson Library NARS wanted anything known to have been seen by Johnson, anything discussed with him, and anything which had significant impact during his tenure in office.

SECRET



STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R004200240012-9

Approved For Release 2003/04/29 : CIA-RDP84-00780R004200240012-9

SECRET

- E. Requests for contributions by NARS to a Presidential Library will be made less than one year prior to the end of a President's term. Thus a request could cover a three to four year period or a seven to eight year period.

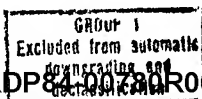
III. BACKGROUND:

Every President starting with President Hoover has a Presidential Library. At present there are six Presidential Libraries in existence -- Hoover, Roosevelt, Truman, Eisenhower, Kennedy, and Johnson. CIA took no part in either the Truman or Eisenhower Libraries although CIA was in being during their tenures in office. We have no idea of exactly what CIA papers are in either of these libraries although we know that the CIA papers in these collections are substantial. As indicated below, Mr. McCafferty of the National Security Council told Dr. Cunningham, "Even though CIA made no specific contributions to either the Truman or Eisenhower Libraries as such, you would be absolutely astounded to know how much CIA material is in them."

The primary purpose of each library, according to Professor Schlesinger, is to serve as a "center for the study of American History in the period of the President's tenure." The libraries contain collections of the personal correspondence, diaries, and other historical materials not only of the President but also of the men and women who served with them or who played important public roles. The libraries also have large collections of books and printed materials as well as still pictures, motion pictures, and memorabilia that bear on the historical periods with which Presidents are associated.

The papers of a President - including classified materials - are regarded as the private property of the President. When a President leaves office he takes any papers he wants with him. Thus until the Presidential Libraries Act of 1955 which permitted a President to place his personal papers, etc. in a Presidential Archival Depository, under the management of NARS, there was no guarantee that the necessary degree of professionalism was being brought to bear on requirements for handling and storing classified materials.

After the Presidential Libraries Act of 1955, providing a President elected to turn his papers over to NARS, we had assurance that the necessary requirements were being met for



SECRET

handling and storing those classified materials under NARS control. To be certain of this the CIA representative on the USIB asked the USIB Security Committee to look into the security aspects of Presidential Libraries. A USIB Security Committee Memo IBSEC-PR39 dated 11 December 1968 reported that they received the necessary assurance on security standards in use and "In addition, investigation of the physical storage facilities indicates that sensitive materials are stored in a vault, according to community regulations."

"The Security Committee affirms that in the absence of security regulations promulgated specifically for Presidential Libraries, all classified documents forwarded by USIB agencies to the Johnson Library continue to be subject to the safeguards required by Executive Order 10501, and with respect to compartmented information, in the manner prescribed by law and by USIB Directives."

The conclusion of the report was "the Security Committee places no limitations on the substance of the material presented to the Johnson Library by any USIB agency."

President Kennedy had announced the establishment of a Presidential Library and Museum at Cambridge in November 1961. As early as 1962 the Administration began to issue guidance to Departments and Agency Heads on what kind of material should be submitted.

While the Presidential Libraries Law was passed in August 1955, it was not until January 1964 when Attorney General Robert Kennedy wrote the DCI that CIA got involved. Mr. Houston served as the Agency's Senior Officer for the Kennedy Library.

Since NARS was handling the Kennedy Library contributions, Mr. Houston and the Director of Security met with NARS representatives -- Mr. Houston to discuss the kinds of contributions and the Director of Security to review the security measures connected with the Agency's contributions. The material selected and deposited with NARS consisted of approximately 15 boxes and several envelopes with a few hundred [] reports and several other documents, a tape recording of the President, some 27 photos, 17 three ring binders of Press clippings on Cuba and three binders on Communist reactions to President Kennedy's speeches and press conferences. At [] we are holding 46 sensitive and classified documents for the library. For a more

25X1

25X1

-3-

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

detailed listing see Attachment A. With the completion of the Kennedy Library, the ad hoc group broke up.

President Lyndon B. Johnson sought to sustain the momentum of the Presidential Libraries concept generated during the Kennedy era by using the power of his office to translate it into a fixed institution.

In November 1966 President Johnson addressed a letter to the Administrator of the General Services Administration (GSA) directing GSA to establish a Presidential Libraries Program as a "permanent activity" and a "continuing program" and to seek the active participation of all Federal agencies. In April 1967 the GSA Administrator sent a letter to Mr. Helms transmitting the President's letter and asking the Director "to designate a representative, preferably an official directly responsible to you who is familiar with all major programs of your Agency, to serve as your liaison with the National Archives and Records Service... in carrying out the program within your Agency." At Mr. Helms request, Mr. Bannerman responded in May 1967 to the GSA Administrator designating our regular liaison officer with NARS ([] CIA Records Management Officer) to act as the Agency's liaison channel on the Presidential Library Program. [] and the Agency Records Staff had served as the transmittal channel to NARS on the documents collected by Mr. Lawrence Houston for the Kennedy Library.

25X1

25X1

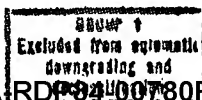
In 1968 the Agency received correspondence from the White House and NARS regarding contributions to the Johnson Library. As a result of these letters and a visit to the White House on the same subject, the Director held a meeting of senior Agency officials on 2 July 1968 to discuss the Johnson Library. In his memorandum for the record (ER-68-2614/2) the Executive Director noted the Director's desire to ensure that the Agency put its best foot forward. The Director wanted to prepare a history of the Agency activities in which the President was particularly interested during his Administration. The Director felt that we should go into the role of SIG, the IRG's, USIB, USIB subcommittees, our involvement in [] policy papers, etc. Mr. Helms' reply to GSA of 22 July 1968 "charged Dr. Hugh Cunningham with the organization and management of the (Johnson) Library Project," but said that [] would continue to serve as "CIA's liaison officer to the National Archives and Records Service."

25X1

25X1

-4-

SECRET



SECRET

In effect we set up another ad hoc group. This time NARS provided detailed guidance and we had the benefit of our experience on the Kennedy Library.

25X1
25X1
New refinements were applied to the criteria for material selection. Items earmarked for inclusion in the Johnson Library had to relate substantively to "major or minor Johnson Administration issues as well as papers on any subject, major or minor, in which the President took a personal interest, which went to him for decision, or which emerged in response to Presidential requests." In contrast to the Kennedy Library, which was compiled through the informal direction of Robert F. Kennedy, the Johnson Archives were collected in a more systematic fashion, with NARS acting as the coordinating channel for the various federal agencies. From the July 1968 request until 20 January 1969 the Agency provided to NARS for the Johnson Library 368 reels of [] microfilm, a box of personal name studies from RID, 31 unclassified DDP Debriefing Reports and an envelope of swearing in photographs from the DCI. Also 40 boxes of sensitive documents marked for the Johnson Library were sent to [] for storage. See Attachment B for the list of materials sent to [] for the Johnson Library. With the completion of the Johnson Library Project in January 1969, Dr. Cunningham had completed his assignment. 25X1

In June 1969, the Richard M. Nixon Foundation, a corporation which will include a library and museum, was established at Whittier, California. The corporation is composed of seven directors, including Attorney General John N. Mitchell.

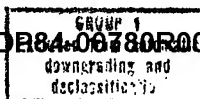
IV. THE AGENCY AND THE PRESIDENTIAL LIBRARY PROGRAM - TODAY:

With the experience gained from our participation in the Kennedy and Johnson Library efforts, we now have a much clearer idea of the kinds of contributions we want to make.

There is every reason to believe that the Director's wishes that the Agency present its contributions to the Presidential decision process continue to apply to the collection effort for the Nixon Library and all future Presidential Libraries.

When considering what contributions to make to a Presidential Library we should keep in mind that any document sent by the Agency on a routine or special request basis to the White House or National Security Council may end up in the Presidential Library whether or not we know it and in spite of any reservation

SECRET



SECRET

we may have. Dr. Cunningham's conversation with Mr. Arthur McCafferty, the staff officer of the National Security Council on foreign affairs, national security, and intelligence matters was illuminating. Mr. McCafferty stated that in the Kennedy and Johnson Libraries, everything -- all material in the White House on foreign affairs, national security and intelligence -- went into their libraries. There are probably 2 full safes of material in the Kennedy Library devoted to the missile crisis, and this certainly included material provided by the CIA. "Even though CIA made no specific contributions to either the Truman or Eisenhower Libraries as such, "Mr. McCafferty said, "you would be absolutely astounded to know how much CIA material is in them."

Mr. Cunningham also had a long conversation with Mr. Evans Walker, the officer in charge of Presidential Libraries in NARS. This was a subject of a memo for the record dated 12 September 1968. Mr. Walker assured Mr. Cunningham that classified material in Presidential Libraries will not become available to the public for many years, "we are thinking in terms of 75 to 100 years," said Walker - and that CIA will remain master of the disposition and use of its own donations to the National Archives, of which the Presidential Libraries are a part. Finally Mr. Walker assured Mr. Cunningham that CIA's wishes with respect to retention of material in CIA custody at our own records center [] for eventual transfer to Presidential Libraries will be respected. Internally, Directorates can establish their own controls over material for the Presidential Libraries. They can as DDP did seal their contributions and send them [] marked for a given Presidential Library but separate from that Presidential Library's other holdings []

25X1

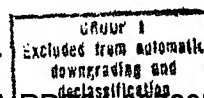
25X1

25X1

To date we have received neither specific guidance nor requests for contributions to a Nixon Library. In fact we have not heard from NARS since July 1968 when they asked us for contributions to the Johnson Library. Since they are charged with the Presidential Library Program, we queried them on when they anticipated issuing instructions. Their answer was, in effect, that they have to wait for instructions from the White House which they expect at the earliest in late 1971.

-6-

SECRET



SECRET

V. THE AGENCY AND THE PRESIDENTIAL LIBRARY - FUTURE:

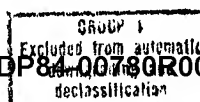
We will be asked to make a contribution to the Nixon Library at some point. The immediate issue is to consider what we can and should do today to improve the contribution we must eventually make.

As a part of the study on Presidential Libraries we checked with people in each of the Directorates to determine if there were any centralized, systematic indexes, e.g., abstracts on both routine and special request documents sent over to the White House or the National Security Council. The results of our check are that there appears to be no central place at the Directorate level where such records are kept. This is not to suggest that the Directorates could not determine the dissemination on any given document. If there is no one point in each Directorate which maintains a listing of every document or series of documents sent over to the White House or National Security Council and we can find none, perhaps one of the first things that should be done is to set one up.

At present we believe there are within each Directorate numerous points where papers originate for the White House and the National Security Council. The originators know what is being sent to the White House, and no doubt maintain at least informal records of their documents. What we want to do is to have the originator regularly advise a designated office within each Directorate of every document they are forwarding to the White House. Where a series of documents are forwarded such as the President's Daily Brief, a one time advice suffices. By doing so we will be able to rapidly prepare a listing of every document sent over to the White House or National Security Council. We had assumed that material going over to the White House or National Security Council would automatically go with the President or his appointees when the President leaves office and end up in his library. In checking this out we find that much of the material is returned to the Agency. Of the material that is not returned, some is destroyed but most is retained in the White House records collections.

Also we might consider publishing a notice of the Presidential Libraries Program explaining what it is; reviewing our past participation; indicating the Director's desire that the Agency properly record and establish its contributions to the Presidential decision process on foreign affairs, national security, and intelligence matters; spelling out the security considerations and asking that operating officials consider whether their com-

SECRET



SECRET

ponents have documents that should be in such a collection.

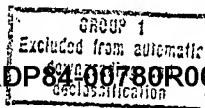
Finally we should provide some channel for getting documents into a Presidential Library collection system within the Agency. One example of such a channel was provided in the DDP's memorandum on 5 September 1968 to his staff and division chiefs on the Johnson Library in which he told them the kinds of contributions he wanted and the two DDP officers who would serve as the DDP collection and screening point. The documents would be held within the Directorates until NARS requests contributions at which time the Director will probably appoint a senior agency official to organize and manage the Nixon Library Program. The need for a place to collect documents is even more important if NARS does not ask for contributions until approximately 6 months prior to a new administration since that could mean 7 1/2 years' records that would have to be screened at one time.

VI. THE AGENCY AND THE PRESIDENTIAL LIBRARY PROGRAM - RECOMMENDATION:

The problem we posed was what, if anything, should be done now to prepare the Agency's contribution to the Nixon Library. As indicated above NARS is not planning to issue instructions until late 1971 and even that time is not definite. A check with other agencies indicates that some have a staff collecting material on a continuing basis while others don't. The Department of Agriculture has a program for the continuing identification, filming, and holding of documents for the Presidential Library call. The Department of Defense and the Department of State do not. State's comment is perhaps most illuminating. They don't have a continuing program and they aren't taking any action to start one because succeeding President's change the guidelines. They stated that President Johnson differed drastically from President Kennedy and President Kennedy differed from previous presidents.

We feel that certain steps can be taken now. They are:

- A. The Directorates should be required to establish a central point within their Directorates to maintain a listing of documents sent to the White House or the National Security Council.
- B. Each Directorate should be required to establish a channel for identifying and assembling documents for the Presidential Library collection effort (based on

SECRET

~~SECRET~~

criteria approved by the DCI for the Nixon Library). See Attachment C for DCI guidelines for the Johnson Library (these will be updated). The documents would be held within the Agency at the Directorate level under whatever controls they wish to impose.

- C. We publish an "information-only" Agency notice to operating officials on the Presidential Library Program, which would be followed up by action memorandum from the ExDir to the Deputies on what should be done now. See Tab D for draft Agency notice.

We therefore recommend that the DDS seek ExDir (or DCI) concurrence in principle to the above steps and that once this approval is obtained the Support Services Staff prepare the necessary action documents.

SECRET

